

Building Permit Processing Times and Filing Fees

Permit Type	Type of Work	Processing Times (Business Days)***	Filing Fee*
Commercial Permit (CP)	Additions / Alterations	20	\$100
	New Construction / Shell Only	20	\$100
Residential Permit (RP) - Single or Two Family Only	Alterations	15	\$25
	Additions	15	\$25
	New Construction	15	\$25
Demolition Permit (DP)	Complete Demolition (Single / Two Family)	20	\$25
	Complete Demolition (Other)	20	\$100
Site / Utility Permit (SP)	Earth Movement > 5,000 square feet	15 / 20	\$25 / \$100
	Foundation and Excavation	15 / 20	\$25 / \$100
Construction (EZ Permits without Plans)	Deck (SFD)	5	\$25
	Exterior Window Replacement	5	\$100
	Interior, Non-load Bearing Work	5	\$25 / \$100
	Masonry Façade Replacement (SFD)	5	\$25
	Roof Covering	5	\$25 / \$100
	Security Gates	5	\$25 / \$100
	Swimming Pool / Spa (SFD)	5	\$25
	Wall Covering Replacement	5	\$25 / \$100
Administrative Permit (AP)	Certificate of Occupancy	20	\$100
	Lawful Occupancy Certificate Only	20	\$100
	Special Event	10	\$100

Construction (Miscellaneous)	Antenna	15/20	\$25 / \$100
	Fence	15/20	\$25 / \$100
	Hazardous Tank	15/20	\$25 / \$100
	Retaining Wall	15/20	\$25 / \$100
	Sidewalk / Shelter Platform	5	\$25 / \$100
	Signs	20	\$100
	Signs meeting EZ standard	5	\$100
	Solar	20	\$25 / \$100
	Solar meeting Solar PV System Standard	3	\$25
	Tower Crane	20	\$100
Fire suppression Permit (FP)	Additions / Alterations (including Backflow / Standpipe / Fire Pump)	20	\$100
	New installation (including Backflow / Standpipe / Fire Pump)	20	\$100
	Rough-In**	Auto Issued	\$0
Mechanical Permit (MP)	Additions / Alterations (including Kitchen Hood / Appliances / Fuel Gas)	20	\$100
	New Installation (including Kitchen Hood / Appliances / Fuel Gas)	20	\$100
Preliminary Approval (PA)	Preliminary Project Review Meeting	2 weeks	\$350
	Preliminary Plan Review	20	\$362
* Filing Fees: \$25 for (Single and Two Family Dwellings); \$100 for (all others)			
** Rough-in approvals are auto-issued only after a Fire Suppression Permit application and associated plans are accepted for review.			
*** Allow an additional business day for pre-processing of applications submitted online.			